

**ASPIRA, INC. OF NEW JERSEY  
BOARD OF DIRECTORS MEETING**

**Monday, January 24, 1994  
6:40 pm**

**Board Room  
390 Broad Street  
Newark, NJ**

**M I N U T E S**

**Present:** Margaret Rosario Rivera, Chairperson  
Jose Acevedo, Carlos Alma, Hector Bonilla, Gene Calderon, Mercedes  
Del Valle Rana, Mirva Rivera, George Santiago, Jr., Noemi Velazquez

**Absent:** Nancy Alejandro Dillard, Luis A. Santiago, Jose Valentin

**Student Representative:** Celeste Hernandez

**Staff:** Roberto Del Rios, Angela Corbo, Grace Merez

**I. CALL TO ORDER**

The meeting was called to order approximately 6:40 pm by Margaret Rosario Rivera, Chairperson.

**II. WAIVER OF NOTICE**

All Board members present indicated that they were duly notified of the meeting.

**III. APPROVAL OF MINUTES**

George Santiago moved the motion to accept the minutes of the November 15, 1993 meeting. Jose Acevedo seconded the motion which was then passed unanimously by the Board.

**IV. CHAIR REPORT**

Margaret Rosario Rivera informed the Board that Roger Masch of Sol Masch & Co., was present at the meeting to provide the findings and recommendations of the 1992-1993 Audit Report of ASPIRA, Inc. of New Jersey.

Mr. Masch explained that in 1984 the United States Office of Management and Budget issued a circular that stated that if an organization receives X amount of money that organization will have a "single audit". ASPIRA has a single audit in accordance with the federal requirements.

Mr. Masch then proceeded to review the Audit Report page by page. He first reviewed the Balance Sheet which includes the assets, liabilities and fund balance of ASPIRA, after which he spoke about the Activity Statement which represents where contributions to the organization came from and what was done with those contributions. There is a category on the Activity Statement entitled "Other". Mr. Masch asked the Board to consider revising this category as it may be too broad. However, he cautioned that this will not be a simple thing to do since provisions will have to be made to alter some of the present accounting procedures to accommodate this revision.

He reviewed the Statement of Expenses, which breaks down column by column everything contained on the previous pages of the Audit Report, with the Board. The Statement of Changes in Financial Position was reviewed followed by the Summary of Significant Accounting Policies, telling how and why ASPIRA does what it does. He went over some detailed as well as required notes in the audit. The Internal Control Structure was examined next. This is an explanation of the accounting system and it contains reportable conditions and material weaknesses of the agency. One problem highlighted by Mr. Masch is that since the Fiscal Officer resigned the agency should hire someone to replace her. Additionally, the Board should consider back-up procedures for the accounting department and Clubs Savings Accounts should be updated and remain current. Other concerns were highlighted and were discussed in closed session.

Mr. Masch also informed the Board of new federal requirements for charitable contributions. Any single contribution in excess of \$250 has to be met with a letter from recipient. The letter must include the contributor's name and address and must make a statement that he/she has not received anything in return for the donation.

#### IV. EXECUTIVE DIRECTOR'S REPORT

Roberto Del Rios, Deputy Director, gave the report in the absence of Fernando Fuentes, Executive Director. He gave an overview of the agency's 1992-1993 caseload statistics. There are 1,266 students on the active caseload, 71% of whom are Puerto Rican.

He also reported on Income Tax Day to be held on February 5, 1994. This service is provide to the community, many of the Aspirantes' parents take advantage of this services. The following activities are planned for the upcoming months:

- . Health Careers Conference
- . Youth Conference
- . Awards Conference
- . Paterson Open House
- . Essex County Center Student's Dance
- . Presentation before the Tranton Board of Education re: Hispanic curriculum

Mirva Rivera asked Mr. Del Rios to contact the ASPIRA Counselor in Paterson to explore ways to involve second generation Latinos in the ASPIRA process in Paterson. Ms. Rivera made this suggestion after speaking with the Paterson counselor.

Mr. Del Rios reported that a Program Director vacancy currently exists in the Trenton Center. He also informed the Board that the next taping of the ASPIRA Profile Show will be February 8. The topic will be the Student Advisory Board. Jose Acevedo mentioned that the Paterson school system has access to the local cable channel and ASPIRA will have air time sometime this year. Mr. Acevedo also asked about an agency calendar. Margaret Rosario Rivera directed the staff to prepare one.

The Office of Development report was presented by Angela Corbo. She reported on the proposals submitted, the funds received, the letters of congratulations sent on behalf of the Board, and the letters of inquiry concerning scholarships. All Board members were furnished with a Progress Report which was submitted by the Office of Development.

There was a discussion about the ASPIRA Annual Luncheon to be held on March 2, 1994. Mr. Del Rios was asked to identify an ASPIRANTE who will be able to speak at the event.

#### VI. STUDENT ADVISORY BOARD

Celeste Hernandez reported that one meeting of the Student Advisory Board was held at the Chauncey Conference Center and another meeting was held on November 4, 1994. No other meetings have taken since the resignation of Reinaldo Cortes.

#### VII. PROGRAMS COMMITTEE REPORT

George Santiago reported that a follow-up conference to the Latino Males Conference is being considered for May, 1995. He also reported that he will develop a preliminary draft for an assessment of the Jersey City and Paterson area. He intends to present this draft at the next Board Retreat.

Hector Bonilla apprised the Board that The Health Alliance of New Jersey has come into existence as an outgrowth of the Latino Males Conference. Ms. Rosario-Rivera strongly recommended that ASPIRA be part of this alliance.

#### VIII. NEW BUSINESS

Noemi Velezquez made a motion to reinstitute monthly Board meetings from January to March, inclusive. Mirva Rivera seconded the motion which was unanimously approved by the Board.  
The next Board meeting is Monday, February 21, 1994 at 5:00 PM

IX. ADJOURNMENT

The meeting was adjourned by Margaret Rosario Rivera at 10:05 pm.

X. Closed session was convened at 10:15 p.m.